



**Solicitation Information
March 24, 2014**

RFP# 7548610

TITLE: Supplemental Nutrition Assistance Program Employment and Training Services

Submission Deadline: Thursday, April 24, 2014 at 10:30 AM (Eastern Time)

PRE-BID/ PROPOSAL CONFERENCE: No

MANDATORY:

If YES, any Vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory Pre-Bid/ Proposal Conference. The representative must register at the Pre-Bid/ Proposal Conference and disclose the identity of the vendor whom he/she represents. A vendor's failure to attend and register at the mandatory Pre-Bid/ Proposal Conference shall result in disqualification of the vendor's bid proposals as non-responsive to the solicitation.

DATE:

LOCATION:

Questions concerning this solicitation must be received by the Division of Purchases at David.Francis@purchasing.ri.gov no later than **Friday, April 4, 2014 at 10:00 AM (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

David J. Francis
Interdepartmental Project Manager

Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Applicants:

Offers received without the entire completed four-page RIVP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

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SECTION 1: INTRODUCTION

The State of Rhode Island, Department of Administration / Division of Purchases, on behalf of the Rhode Island Department of Human Services (DHS), is soliciting proposals from qualified agencies to provide management for the Employment and Training (E&T) services for recipients of the Supplemental Nutrition Assistance Program (SNAP). Management will be by the vendor, either directly or indirectly, and through the use of the vendor's agency and/or subcontractors. SNAP recipients will be referred to and participate in E&T components as described in 7 CFR 273.7. The E&T initiative is to expand the work-focused E&T services to low income households receiving SNAP benefits in Rhode Island. This initiative will be accomplished through 100% funding, and then a combination of leveraging private resources reimbursed by federal SNAP E&T funds. The above shall be in accordance with the terms of this Request for Proposals and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at www.purchasing.ri.us.

The initial contract period will begin approximately July 1, 2014 and continue through September 30, 2015, subject to availability of funds and/or changes in allocation of funding. The contract may be renewed for four (4) additional one (1) year periods at the exclusive option of the State based upon the evaluation of the grantee agency's performance and subject to availability of funds and/or changes in allocation of funding. Further, DHS reserves the right to not renew contract(s) for any renewal period.

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than 120 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and

will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division.

7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.
8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at www.purchasing.ri.gov.
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful vendor(s).
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information visit the website www.mbe.ri.gov
15. Under HIPAA, a "business associate" is a person or entity, other than a member of the workforce of a HIPAA covered entity, who performs functions or activities on behalf of, or provides certain services to, a HIPAA covered entity that involves access by the business associate to HIPAA protected health information. A "business associate" also is a subcontractor that creates, receives, maintains, or transmits HIPAA protected health

information on behalf of another business associate. The HIPAA rules generally require that HIPAA covered entities and business associates enter into contracts with their business associates to ensure that the business associates will appropriately safeguard HIPAA protected health information. Therefore, if a Contractor qualifies as a business associate, it will be required to sign a HIPAA business associate agreement

SECTION 2: BACKGROUND

SNAP Background

The Supplemental Nutrition Assistance Program (SNAP) is a nutrition program funded and administered by the United States Department of Agriculture (USDA) Food and Nutrition Service (FNS). The program helps low-income individuals and households to buy food and provides nutrition education to help recipients choose foods that enhance their health and well-being. The Rhode Island Department of Human Services operates the program at the state level following rules from the USDA.

E&T Background

Each year, the USDA Food and Nutrition Service provides grant allocations to state agencies to carry out SNAP employment and training (E&T) operations. The grant for Federal Fiscal Year 2014 was \$269,000. DHS anticipates the amount of the award for FY2015 will be similar. The purpose of the E&T Reimbursement Program is to assist members of SNAP households in gaining skills, training, work experience, and employment that will increase their ability to become self-reliant. These skills are called the E&T components, i.e. training activities designed to help a SNAP client move promptly into employment. E&T vendors must assess a participant's skill level, aptitude, interests and supportive service needs in order to determine what, if any, will be the most effective E&T component for that client. E&T components are meant to assist members of a SNAP household in obtaining relevant training, education and/or skills that will increase the likelihood of securing employment. Allowable components include job search, job readiness training, work experience, vocational education, Adult Basic Education, English as a Second Language classes, On the Job Training, and Employment Retention programs. In Rhode Island, the goal of the E&T program is to have all working age residents employed in jobs that provide financial self-sufficiency. More information about SNAP Employment and Training is available on FNS' website (See <http://www.fns.usda.gov/snap/rules/memo/support/employment-training.htm>).

The Department of Human Services is the administrative entity for SNAP and its E&T program. Basic work rules for the E&T program are covered in 7 CFR 273.7, Department of Agriculture regulations and should be thoroughly reviewed by vendors (See Electronic Code of Federal Regulations at <http://ecfr.gpoaccess.gov/>). In addition, an annual State SNAP E&T Plan describes the parameters of the E&T program in Rhode Island. The plan cites the number of work registrants and the number of able-bodied adults without dependents (ABAWDs), a subset of work registrants. Under federal rules, ABAWDs are required to participate in an E&T program. However, the State presently has a waiver exempting Rhode Island from classifying work registrants as ABAWDs. Therefore, the State plan for SNAP E&T, at this time, is fully voluntary for all SNAP participants.

The plan also cites anticipated E&T expenditures in broad categories, an example of these expenditures are outlined in Attachment A: Budget Form.

Direction of E&T

The Department wishes to expand work-focused education and training services to low-income households receiving SNAP benefits in Rhode Island. This will be done through two pools of funding, first by a 100% allotment, and secondly by leveraging private resources.

States receive an allocation of SNAP E&T funds that are 100% federal. In addition to the contract amount, states may seek additional funding for their E&T programs through a cost reimbursement program. States and SNAP E&T vendors or program providers may spend non-federal public and/or private funds on allowable E&T components for eligible participants. These funds should be examined to ensure they are not federally sourced and are not previously allocated as a federal match reimbursement. Vendors receive reimbursement for 50% of such expenditures. Applicants must have the capacity to manage cash flow; to determine and assure that the cash flow matches funds (applicant's own funds and/or funds from subgrantees); and that those funds were derived from non-federal sources.

The 2013 E&T toolkit, Q&As, and other guidance may be helpful, as well as subsequent FNS clarifications. Please look to Attachment B for an example of a full budget. All other materials are available on the FNS website (See <http://www.fns.usda.gov/snap/rules/Memo/Support/employment-training.htm>).

SNAP recipients who meet criteria described in 7 CFR 273.7 must register for work. Some mandatory work registrants may receive state-defined exemptions. Unless the State has a waiver, which currently Rhode Island does, ABAWDs must participate in the E&T program, if referred by the State, or risk losing their eligibility for SNAP benefits. Any other SNAP recipient may volunteer to participate.

It is the intent of DHS to expand the SNAP E&T program to operate statewide. It may begin as a pilot in limited geographic areas to test effectiveness.

SECTION 3: SCOPE OF WORK

Required elements are as follows:

The vendor shall manage the E&T services for SNAP recipients. A vendor shall offer multiple E&T components to SNAP recipients referred by DHS including, at minimum, adult education, skills training, job readiness and job search. These are the minimum components a vendor must provide; however, additional consideration will be given to any additional components as described in 7 CFR 273.79(e). See also the lists below. Vendors may provide programs directly or through sub-contractors. Sub-contractors must meet DHS' standard contracting terms, also see Section 1, number 7. The Vendor is responsible for ensuring any sub-contractors meet the requirements set out in this RFP and agreed upon in a subsequent contract.

Employment and training component options include but are not limited to:

- independent job search;
- job search training and placement assistance;
- educational programs to improve employability including ESL, ABE, GED;
- vocational training;
- work experience in a public or private non-profit entity to improve employability;
- other employment-oriented activities (e.g., job placement, WIA services); and
- self-employment training.

E&T funds may also be used to provide support services to participants but must be funded through 50% reimbursement. Support services may include:

- Transportation services which are reasonably needed to participate in the program including bus passes and fuel for cars.
- Dependent care costs, which are reasonably needed to participate in the program.
- Cost of testing and/or securing permits needed for training or to support job search activities.
- Cost of tools, uniforms, and protective clothing required for training.
- Cost of textbooks, training materials and reasonable school supplies necessary for training. Assistance with tuition, lab fees and other education related costs necessary for training.
- General clothing assistance to purchase appropriate interview attire.

Additional Required Elements for 2014:

1. Others as listed in 7 CFR 273.7 or the 2014 Farm Bill.
2. A vendor shall engage in at least two (2) community-based organizations (CBOs), which may include the applicant agency. A vendor's sub-contractor(s), as described in paragraph 1 in this section, may be a CBO. However, a vendor must engage two (2) CBOs regardless of the number of sub-contractor(s) utilized.
3. A vendor shall leverage 50% reimbursement funds from two (2) or more organizations.
4. A vendor may provide incentives to all DHS referred SNAP E&T clients. If a vendor anticipates providing incentives, the vendor must indicate so in their proposal. Further, if the vendor will provide incentives, the vendor shall clearly identify these incentives in order to ensure SNAP recipients participate in the E&T program, and additionally articulate the message or marketing plan to be utilized in order to prevail on clients to complete the E&T program. Incentives must be paid with 50% funding.
5. A vendor shall assure voluntary participants are tracked, in accordance with FNS instructions and reflected in reports as required by DHS and as mandated by USDA/FNS.
6. In order for the E&T vendor to be reimbursed for E&T services, the client must be referred to the vendor by the Rhode Island Department of Human Services. Clients previously engaged in an E&T program cannot receive credit for an E&T component, nor can the vendor bill for those clients. A client referred to E&T will only be given credit if the client is new to the program. Review FNS guidance for clarification on this point, see 7 CFR 273.7.
7. A vendor shall have the capacity to adjust its approach if the State were not to be eligible for an ABAWD waiver in future years of the contract and thus certain SNAP participants were required to participate in E&T activities.
8. A vendor shall provide information or a plan for E&T expansion. The plan should explain expansion approaches throughout the state, and expansion approaches for work force education and training services.
9. A vendor must have the capacity to manage cash flow. A vendor must keep accurate records for tracking where the 100% funding is used, and a vendor must provide accurate records for tracking the 50% reimbursement funds. The 50% reimbursement records shall be kept in conjunction with records proving the 50% funding source, these records are to ensure that the 50% reimbursed funds were procured from non-federal, public and/or private resources allowable by FNS and USDA. Review FNS guidance for clarification on this point, see 7 CFR 273.7. Finally, a vendor must meet the criteria described in 7 CFR 273.7
10. DHS shall determine the success of a vendor's performance based upon a minimum of 95% placement rate. The rate will be determined by the percentage of referred recipients placed into an approved E&T component. The percentage of placed DHS referred SNAP E&T recipients shall be reported monthly.

SECTION 4: TECHNICAL PROPOSAL (70 Points)

Narrative and format: The separate technical proposal should address specifically each of the required elements. Please format your response by providing corresponding numbers and letters to the lists below (i.e., (2. a.) Capacity of Vendor, E&T Components: then the bidder's response). The Technical Proposal is limited to thirty (30) pages in a font no smaller than 12 point.

- 1. Staff Qualifications (10 Points)** – Provide staff information and describe qualifications and experience of key staff that will be involved in this project, including their experience in providing E&T components, if any (this must be included within the 30 maximum pages allowed). Qualifications and experience of key staff should be readily evident with resumes submitted and job descriptions attached for any positions proposed to be hired
 - a. This should be readily evident with current, up-to-date resumes and job descriptions for any positions proposed to be hired. If a position is proposed to be hired, the required information must be included in the Cost Proposal.

- 2. Capability, Capacity, and Qualifications of the Offeror (10 Points)** - Provide a detailed description of the Vendor's experience managing programs similar to the E&T program, including experience with E&T components. Vendor must present evidence of its own depth with regard to administrative, fiscal and operational capacity, for implementing a program, for serving SNAP recipients (or similar populations) or partnering with organizations that serve SNAP recipients, particularly in the areas of E&T.
 - a. What is the administrative capacity of the vendor with regard to either directly providing E&T components or functioning as an intermediary for CBOs that provide E&T components? Please review E&T components in 7 CFR 273.7.
 - b. How would 50% reimbursable funds be identified in each organization? How would assurances be provided to prove funds are not already being utilized to match other federal funds?
 - c. How would expenditures be tracked and tallied for subsequent submittal to FNS and DHS for reimbursement? How would the vendor handle the cash flow from the 100% funding? How would the vendor handle the cash flow for the 50% funding and the USDA matched funds?
 - d. What is the plan for sharing reimbursements with participating CBOs?

Vendor must present evidence of its own depth with regard to administrative, fiscal and operational capacity, for implementing a program, for serving SNAP recipients (or similar populations) or partnering with organizations that serve SNAP recipients, particularly in the areas of E&T.

- 3. Program Design (20 Points)**- Please describe in detail, the framework within which E&T components will be performed. Proposals will be rated by the quality and completeness of the proposal, the cohesiveness of the program design, the reflection of knowledge of FNS rules governing the SNAP E&T program, and the extent to which the proposal aligns with and is likely to achieve objectives. Vendor must comply with 7 CFR 273.7.
 - a. What E&T components will be offered?

- i. Would these components be offered through your organization or a subcontractor?
 - ii. When will the E&T components be available?
- b. What is the vendor's program design for the first year? What flexibility does the vendor have to adjust the plan for subsequent years?
- c. How will the vendor anticipating growth, adjust program due to changes in federal funding, or adjust the program if the ABAWD waiver ends?
- d. How would CBOs be selected for partnership? Vendors must provide evidence of successful collaborative relationships with CBOs.
- e. What support services will be offered? Who will provide those support services? Will the vendor require subcontractors in order to offer these services? If yes, who do you anticipate using as a subcontractor?

- 4. Approach/Methodology/Outcomes (20 Points)** – Define the methodology to be used to engage SNAP recipients in this program. Provide past history and success rates, specifically with regard to low-income individuals living in Rhode Island. Describe anticipated outcomes such as educational functional level completion, employment placement, and employment retention. The proposal will be rated by the range of the vendor's knowledge of existing opportunities in the community for contextualized learning, skills training and adult education, specifically geared toward low-income Rhode Islanders.
- a. Vendors must provide evidence of successful collaborative relationships with CBOs or other eligible agencies. All proposed approaches, methods, and/or programs must be in compliance with the federal guidance in 7 CFR 273.7.
 - b. Describe anticipated milestones and outcomes for the first fifteen months, and estimate for each of the following two years, based on projections for growth. Include the projected growth for the 50% reimbursement model over time.
- 5. Reporting (10 Points)**– A vendor must be able to provide reporting as requested by DHS, USDA, and/or FNS. Reporting must be provided, at minimum, monthly and quarterly. The numbers of participants and outcomes shall be tracked by month, quarter, and year. A vendor shall provide additional reporting as requested by DHS or USDA.
- a. How will data be collected, managed and analyzed for the SNAP E&T program?
 - b. What system is utilized to collect and report on expenditures?

SECTION 5: COST PROPOSAL (30 Points)

Detailed Budget and Budget Narrative:

Provide a proposal for fees charged for the services outlined in this proposal. Please explain the basis and rationale of your fee structure. Use the format provided in Attachment A: Budget Form.

Explanation of Requirements:

The bidder should prepare **two budgets**. Both budgets should reflect the fifteen-month (15) period.

Budget 1. (15 Points): The first budget proposal should reflect an efficient and federally allowable use of the 100% SNAP E&T funds.

Budget 2. (15 Points): Additionally, provide a second budget projection of the 50% reimbursement and provide a calculated estimate that is expected to be secured. The budget for the 50% reimbursement should reflect the entire nonfederal funding to be allocated to SNAP E&T programming, not just the 50% that will be reimbursed. These funds are available only to the extent that the vendor identifies unmatched non-federal, public, private, municipal or charitable funding for investment in the program A narrative is requested to explain where the 50% funds would be used to accomplish components and how the 50% reimbursement funds would flow to run E&T components and services (see above Section 4: Technical Proposal, 2.b., 2.c., 2.d., and 4.a.).

SECTION 6: EVALUATION AND SELECTION

A Technical Review Committee comprised of staff from state agencies will review proposals. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 50 points (71.43%) out of the maximum of 70 technical points. Any technical proposals scoring less than 50 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 50 technical points or higher will be evaluated for cost and assigned up to a maximum of 30 points in cost category, bringing the potential maximum score to 100 points. (70 total technical points + 30 total cost points = 100 total points)

The Department of Human Services reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

Proposals will be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Staff Qualifications	10 Points
Capability, Capacity, and Qualifications of the Offeror	10 Points
Program Design	20 Points
Approach/Methodology/Outcomes	20 Points
Reporting	10 Points
Total Possible Technical Points	70 Points
*Cost calculated as lowest responsive cost proposal for the <u>100% budget</u> divided by (this cost proposal) times 15 points. (Budget 1)	15 Points (100% budget)
**Cost calculated as this cost proposal for <u>50% reimbursement budget</u> divided by the highest responsive cost proposal times 15 points. (Budget 2)	15 Points (50% reimbursement budget)
Total Possible Points	100 Points

*The Low bidder will receive one hundred percent (100%) of the available points for cost. All other bidders will be awarded cost points based upon the following formula:

$$(\text{low bid} / \text{vendors bid}) * \text{available points}$$

For example: If the low bidder (Vendor A) bids \$65,000 and Vendor B bids \$100,000 the total points available are fifteen (15), vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 * 15 = 9.75$$

**The bidder with the highest 50% match bid will receive one hundred percent (100%) of the available points for cost. All other bidders will be awarded cost points based upon the following formula:

$$(\text{vendors bid} / \text{Highest 50\% Match bid}) * \text{available points}$$

For example: If the highest 50% match bid (Vendor A) bids \$100,000 and Vendor B bids \$65,000 for the total points available are fifteen (15), vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 * 15 = 9.75$$

Applicants may be required to submit additional written information or be asked to make an oral presentation before the technical review committee to clarify statements made in their proposal.

SECTION 7: PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at David.Francis@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. Please reference **RFP# 7548610** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 574-9709.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses (**an original plus Six (6) copies**) should be mailed or hand-delivered in a sealed envelope marked “**RFP# 7548610 Supplemental Nutrition Assistance Program Employment and Training Services**” to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

RESPONSE CONTENTS

Responses should include the following:

1. A completed and signed four-page R.I.V.I.P generated bidder certification cover sheet downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov. Only 1 copy is requested and it should be placed in the proposal marked “original”
2. A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov. Only 1 copy is requested and it should be placed in the proposal marked “original”
3. **A separate Technical Proposal** describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The Technical Proposal is limited to thirty (30) pages in a font no smaller than 12 point.

4. **Two separate, signed and sealed Cost Proposal budgets** reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project described in Section 5 using Attachment A: Budget Form. The two budgets can be sealed in the same package.
5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in **electronic format (CD-Rom, disc, or flash drive)**. Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked “original”.

CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The State’s General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the RFP. The State’s General Conditions of Purchases/General Terms and Conditions can be found at the following URL: <https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf> .

Attachment A: Budget Form (1 of 4)

**RHODE ISLAND DEPARTMENT OF HUMAN SERVICES
BUDGET**

NAME OF AGENCY: _____

FEDERAL EMPLOYER IDENTIFICATION NUMBER: _____ **DUNS #:** _____

ADDRESS: _____

CITY/TOWN: _____ ZIP CODE: _____

PHONE NUMBER: _____ FAX: _____

EXECUTIVE DIRECTOR: _____

TIME OF PERFORMANCE: FROM _____ TO _____

BUDGET SUMMARY

	COST CATEGORY	AMOUNT
1.	PERSONNEL	_____
2.	CONSULTANT AND SUB CONTRACT SERVICES	_____
3.	TRAVEL	_____
4.	SPACE	_____
5.	SUPPLIES	_____
6.	EQUIPMENT	_____
7.	OTHER COSTS	_____
8.	AGENCY / CBO COSTS	_____
	TOTAL FUNDS REQUESTED:	_____ _____

Attachment A: Budget Form (2 of 4)
RHODE ISLAND DEPARTMENT OF HUMAN SERVICES

PERSONNEL REQUEST*								
A	B	C	D	E	F	G	H	I
POSITION TITLE	EMPLOYEE NAME	TOTAL ANNUAL SALARY	TOTAL ANNUAL FRINGE BENEFITS	% APPLIED TO PROJECT	SALARY ON PROJECT (Column C x E)	FRINGE BENEFITS ON PROJECT (Column D x E)	TOTAL PERSONNEL COST ON PROJECT (Column F + G)	SOURCE OF OTHER** FUNDS
<div> <div>* ROUND TO NEAREST DOLLAR</div> <div>** INDICATE FUNDING SOURCE IF EMPLOYEE COST IS SHARED</div> </div>							TOTAL→	
								<div>ENTER ON LINE 1 PAGE 1</div>

Attachment A: Budget Form (3 of 4)

**RHODE ISLAND DEPARTMENT OF HUMAN SERVICES
BUDGET DETAIL**

CONSULTANTS & SUB CONTRACT SERVICES	TYPE, NAME, HOURLY RATE, NUMBER OF HOURS, ETC		COST
	Enter on page 1, line 2		CATEGORY TOTAL→
TRAVEL	PURPOSE, RATE, NUMBER OF MILES, ETC		COST
	Enter on page 1, line 3		CATEGORY TOTAL→
SPACE	DESCRIPTION	COST PER MONTH	COST
	Enter on page 1, line 4		CATEGORY TOTAL→
SUPPLIES	DESCRIPTION	COST PER MONTH	COST
	Enter on page 1, line 5		CATEGORY TOTAL→
EQUIPMENT	PURCHASE, LEASE, RENTAL		COST
	Enter on page 1, line 6		CATEGORY TOTAL→
OTHER COSTS	DESCRIPTION	COST PER MONTH	COST
	Enter on page 1, line 7		CATEGORY TOTAL→

Attachment A: Budget Form (4 of 4)

RHODE ISLAND DEPARTMENT OF HUMAN SERVICES BUDGET DETAIL		
AGENCY / CBO 1	NAME OF AGENCY / CBO, DESCRIPTION	COST
	Enter Sum Total on the Bottom of this Page	AGENCY / CBO TOTAL→
AGENCY / CBO 2	NAME OF AGENCY / CBO, DESCRIPTION	COST
	Enter Sum Total on the Bottom of this Page	AGENCY / CBO TOTAL→
AGENCY / CBO 3	NAME OF AGENCY / CBO, DESCRIPTION	COST
	Enter Sum Total on the Bottom of this Page	AGENCY / CBO TOTAL→
AGENCY / CBO 4	NAME OF AGENCY / CBO, DESCRIPTION	COST
	Enter Sum Total on the Bottom of this Page	AGENCY / CBO TOTAL→
AGENCY / CBO 5	NAME OF AGENCY / CBO, DESCRIPTION	COST
	Enter Sum Total on the Bottom of this Page	AGENCY / CBO TOTAL→
AGENCY / CBO 6	NAME OF AGENCY / CBO, DESCRIPTION	COST
	Enter Sum Total on the Bottom of this Page	AGENCY / CBO TOTAL→
Enter on page 1, line 8	Sum Agency / CBO Totals	TOTAL COST OF PAGE →

IF MORE THAN 6 AGENCIES OR CBOS, REPLICATE THIS PAGE AND GIVE A TOTAL ON PAGE ONE